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CAREER SERVICE COMMITTEE
25TH MEETING

25th Meeting
8 May 1952

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14 May 1952

MINUTES OF 25th CAREER SERVICE COMMITTEE MEETING

8 May 1952 - 4:00 P.M.

Present: Walter Reid Wolf - Deputy Director (Administration)
Matthew Baird - Acting Assistant Director (Personnel) and
Director of Training
Kingman Douglass - AD/OCI
[REDACTED] DAD/OSO
[REDACTED] - Executive Secretary
[REDACTED] AD/COMMO
[REDACTED] - Office of Communications

1. The minutes of the 24th meeting of 1 May 1952 were approved as distributed.

2. Mr. Wolf said that he had discussed briefly with [REDACTED] 25X1A9a on previous occasions the functioning of the Office of Communications "Promotion and Rotation Assignment Board" and he had been much impressed with its potentiality and with its apparent results. He believed that it might serve as a pattern for the /Office/ Career Service Boards. It was for this reason that [REDACTED] had been invited to present to the Committee the details concerning the Board.

[REDACTED] described in detail the origin; membership; organization; channels and chain of command; duties, functions and responsibilities; procedures and results obtained by the Board. His presentation was illustrated in part by a "Flex-line" or "Kardex" technique, a modification of the "Position Inventory" used by the Office of Personnel, which permits more effective collation of data needed for determination of promotion, rotation and assignment actions. After [REDACTED] presentation, 25X1A9a members of the Committee asked many questions respecting workload and frequency of meetings, clerical man-hours required to handle Board proceedings, staff vs. command function and responsibility of the Board, interviews by the Board of both supervisors and individuals whose cases were being considered, lead-time for actions, etc. There was also discussion of the role that was played by the norms for each grade that were used by the Communications Board in determining actions and particularly of the minimum age and grade level.

There was discussion of the desirability of distributing to all major Offices of the Agency for their guidance and information the presentation of the Communications Board techniques. This matter was tabled for further discussion between Mr. Wolf, Colonel Baird and [REDACTED] 25X1A9a

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25X1A9a 3. The redraft of the "Organization, Relationships and Functions of the Career Service Boards", dated 7 May 1952, was briefly discussed. The Executive Secretary explained that this paper had been prepared and approved by an ad hoc working group consisting of Messrs. [REDACTED] 25X1A9a [REDACTED] Mr. Douglass, who had gone over the report in detail, recommended its adoption. This recommendation was accepted by the Committee which also decided tentatively that this paper would form a part of the Final Report to the DCI.

25X1A9a 4. The final proof of the Personnel Evaluation Report was reviewed and a suggestion of [REDACTED] was adopted that more space be given for "COMMENTS" in order to avoid the necessity of attaching supplementary sheets. Approval of the text for the cover sheet that would contain general instructions and policy was referred to Colonel Baird prior to forwarding to the printer. The Executive Secretary was asked to have final proof available at the next meeting.

5. There was discussion of the relationship of age to grade throughout the Agency, partly as a result of the age factor used by the Office of Communications in determining norms for each grade. The Executive Secretary said that statistics for the Agency as a whole could be available for the next meeting.

6. It was agreed that the next meeting would be held on Thursday, 15 May 1952, at 4:00 P.M.

7. The meeting adjourned at 5:15 P.M.

[REDACTED] 25X1A9a

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7 May 1952

AGENDA

FOR

CAREER SERVICE COMMITTEE

25th Meeting, Thursday, 8 May 1952, 4:00 P.M. - Room 223, Admin. Bldg.

1. Consideration of minutes of 24th meeting of 1 May 1952. (see attached)
- 25X1A9a 2. [REDACTED] ADCO, and [REDACTED] Chairman of the Office of 25X1A9a Communications Promotion and Rotation Assignment Board will attend the meeting and will present the results and experience of that Board which has been in operation for the past seven months. (See background material, attached)
3. Consideration of redraft of "Organization, Relationships and Functions of the Career Service Boards". (see attached)
4. Proof of Personnel Evaluation Report. (see attached, for information. An order for 25,000 copies, delivery date Friday, 23 May 1952, has been placed.)

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